

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
EXA/DDA <u>GR</u> 19 JUN 1987 DDA/Registry (File) Letter from GSA dated 22 May received on 19 June. Letter was invitation for participation at 18 June seminar in GSA Auditorium. As letter received after the fact, no action required. I did check with Marie, O/D/OL, to see if OL received same letter; they did not.		
FROM:		
ROOM NO.	BUILDING	EXTENSION



General Services Administration
Federal Supply Service
Washington, DC 20406

87-132X

MAY 22 1987

STAT

Dear [redacted]

In keeping with our Partnership in Administration initiatives under the Quality Workplace Environment Program, you and your staff are invited to participate on June 18, 1987, in an interagency seminar about planning and acquiring furniture systems for a quality workplace. The seminar will be held in the General Services Administration's (GSA) Auditorium located on the first floor of the building, 18th and F Streets, NW., Washington, DC, and will run from 8:30 a.m. to 11:30 a.m. If reservations exceed the auditorium's capacity, a second session will be held from 1:30 p.m. to 4:30 p.m. Our point of contact is Dan Rowan, who can be reached on FTS 557-1345 or (703) 557-1345. Responses, with the number of personnel who will be attending, should be forwarded by June 5, 1987, to the Furniture Commodity Center (FCNOD), Federal Supply Service, GSA, Washington, DC 20406.

The purpose of the seminar is to ensure that our support programs facilitate the realization of a quality workplace, and we will provide a brief overview of the current program, which has evolved through significant changes since 1982. We will cover multiple award schedule procurement procedures including the competitive "requote" process which has been very effective in promoting industry competition resulting in lower costs.

An outline for the seminar is enclosed. To ensure that it meets your needs, you may forward to us any additional topics, problem or general concerns you want addressed. An agenda and more specific information on the seminar schedule will be provided as soon as possible.

We're here to support you and to ensure that your agency receives the best furniture value for your dollar. Let's get together to determine where and how we can do better.

Thanks for your support.

Sincerely,

[Signature]
DONALD C. J. GRAY
Commissioner

STAT

[redacted]
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

Enclosure

60-12

FURNITURE SYSTEMS - QUALITY WORKPLACE

AGENDA TOPICS

O INTRODUCTIONS AND OPENING REMARKS

O GSA CONTRACT SUPPORT OVERVIEW

- availability of furniture systems, ADP furniture, carpeting, ergonomic seating, file/storage cabinets, window treatments, artwork and other contract furniture and furnishings related to a quality workplace.
- technical review and discussion of performance and safety requirements which furniture systems must meet before contract; and, how GSA develops technical-evaluation scores for each product line.
- detailed discussion concerning furniture systems contract products, design/layout services, installation services, post installation support.

O AGENCY PLANNING AND EXECUTION

- general steps for planning a furniture systems project, the internal and external resources to accomplish it, preparation of justifications (do it or not/lease vs. purchase).
- preparing the requote package, issuance of RFQ, evaluation of technical and price proposals.
- order issuance, and project management through installation and acceptance.
- post-installation project management/maintenance.

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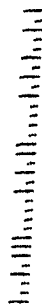
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